

Louisiana Department of Transportation and Development

August 2006

Human Resources

What's New, What's Hot

HR Staffing Announcements:

- August will be a sad time for all who have known and worked with **Carol Zumbro** during her 26 years here at DOTD. During that time, Carol has served many people in her capacity in the Operations unit. Countless "new" employees were welcomed by Carol. On August 11, Carol retires with 28 years of state service. A "come and go" reception will be held on August 10 from 1 to 4 pm in the HR Conference room. Please drop by to bid Carol luck in her new career---retirement.
- The HR Section welcomes its newest staff members: **Beth Segura**, HR Analyst in Employee Relations and **Toby Comeaux**, Management Intern in the Compensation Unit. Beth handles the Employee Recognition program and a number of other Employee Relations issues, like FMLA, ADA, etc., and can be reached at (225) 379-1241. Toby works with position classification and special pay requests and can be reached at (225) 379-1291.

First Year of "New" PPR Process:

Supervisors, reviewers, and appointing authorities did a remarkable job this year handling our new rating cycle and developing goal-based performance expectations. A special word of gratitude must go to the **Field/HQ HR staff** for entering all ratings in a timely manner. DOTD submitted its annual report to Civil Service several days before the July 31st deadline. Below is the report:

| RATING CATEGORY | NUMBER OF RATINGS | PERCENTAGE OF RATINGS | % CHANGE FROM FY 04-05 |
|----------------------|-------------------|-----------------------|------------------------|
| Outstanding | 63 | 1.36% | - 4.39% |
| Exceeds Requirements | 1,717 | 37% | - 20.6% |
| Meets Requirements | 2781 | 59.94% | + 25.09% |
| Needs Improvement | 34 | 0.73% | + 0.28% |
| Poor | 0 | 0 | - 0.01% |
| Un-rated | 45 | 0.97% | - 0.35% |

Civil Service Commission Actions:

- The Civil Service Commission approved DOTD's request for \$2/hour premium pay for the Transportation Permit job series due to severe retention problems. The Commission also approved our request to roll-in \$2/hour premium pay into base pay for the CCCD Police Officer A job series. So that new hires will not be negatively affected by the premium pay roll-in, Special Entrance Rates (SERs) for this series were increased accordingly. The effective date of all these actions is June 7, 2006.
- The Commission approved an increase in the minimum wage rate for state employees from \$5.15 per hour (federal minimum rate) to \$6.15 per hour. This rate change, effective August 14, 2006, will be implemented in the form of a Special Entrance Rate (SER) for the following jobs at DOTD: Custodian 1 (WS 201) and Custodian 2 (WS 203).
- Finally, the Commission approved the proposed structural adjustment to the Scientific/Technical (TS) schedule, which consists of an approximate 14% increase to range maximums and an approximate 6% increase to range minimums. The proposal will be forwarded to the Governor for approval. If approved, the Governor will set the effective date.

DOTD Workforce Planning:

Process Improvement Team #17 has completed its review of DOTD's current workforce planning processes/policies and established a "to be" model based on research of best practices and the needs of the agency. The following Team #17 recommendations were recently approved by DOTD's Executive Staff:

- Develop/implement a department-wide succession planning program
- Develop/implement an employee retention strategy
- Enhance DOTD's recruiting program
- Develop/implement a plan to capture and transfer knowledge
- Improve DOTD's current selection process

Next, task teams will be established to ensure a successful implementation of the above objectives.

Special Events

- August 3** Training: Ethics for DOTD Employees, HQ Auditorium, 1 to 2 pm
- August 8** Training: PPR for Supervisors; HQ Annex
Training: Ethics for DOTD Employees, HQ Auditorium, 10 to 11 am
- August 14** Training: Ethics for DOTD Employees, HQ Auditorium, 10 to 11 am
- August 16** Standing Committee on Human Resources (SCHR) Meeting

COLA for LASERS' Retirees: Effective July 1, 2006, eligible retirees of the Louisiana State Employees' Retirement System began receiving their first Cost of Living Adjustment (COLA) increase in four years. Recent legislation authorized LASERS to grant a 2.4% COLA to over 32,000 system retirees. In order to be eligible for this COLA, a LASERS retiree must have reached the age of 55 and must have been receiving a LASERS retirement benefit for at least one year as of July 1, 2006.

Compensation Unit Update

Updating of Position Descriptions: Civil Service now requires that position descriptions (SF-3s) be updated at least every 5 years. In order to comply with this requirement, the Compensation Unit has begun requesting updated SF-3s for positions with SF-3s that are older than 5 years. Half of the needed SF-3s will be requested this FY with the other half being requested next FY. In order to reduce the number of positions for which SF-3s are required, the Compensation Unit has also begun abolishing positions that have not been filled in two years. If, at some time in the future, appointing authorities subsequently wish to fill positions that have been abolished, the Compensation Unit can quickly establish a new position for the vast majority of our jobs.

Personnel Management Unit Update

Engineering Student Luncheon: The HR Section will host the annual send-off luncheon Wednesday, August 9th for 18 engineering students who've been a part of DOTD's summer engineering program. This luncheon will provide an opportunity for the Department to recognize these students for their services and to get feedback on their work experience in order to enhance the program for future participants. Secretary Bradberry will address the group in an opening presentation. HR Contact: Janice Drake, (225) 379-1222.

Upcoming training in Ethics is being coordinated with the Louisiana Board of Ethics. The Ethics staff will present the most asked about regulations and answer employee questions about the Code of Ethics. The dates for these classes are listed under the "Special Events" section of this newsletter. The HR section is also planning **"Hot Topics"** workshops for supervisors, which will bring supervisors up to date on current issues, new and/or revised policies, etc. Dates and times for "Hot Topics" training will be announced.